

**Wheathampstead Parish Council
Parish Council Meeting
28 January 2016, 19.30h**

Present	Councillors	D Johnston	Chairman
		G Clark	
		D Davies	
		L Halford	
		S Haynes	
		P Wilby	
		P Woodhams	
		J Warren	Clerk to the Council
		Press	0
		Public	0

4480-16 Apologies

Apologies were received from Councillors A Brewster, A Dante, E Habib, T Reason and J Shardlow.

4481-16 Specific Declarations of Interest & Dispensations

Councillor Davies declared a personal interest in Minute 4498-16 being a relatively neighbour.

4482-16 Public Speaking

None.

4483-16 Minutes of Council

The Chairman proposed, and it was agreed that the Minutes of the meetings held on 26 November 2015 be approved.

Resolved To confirm the Minutes of the meetings held on 26 November 2015 to be a true and fair account and for these to be signed by the Chairman.

4484-16 Minutes of Committee Meetings

The Chairman proposed, and it was agreed, that the following draft Committee minutes and working group notes were received and adopted:

Community Involvement Committee	7 December 2015
Maintenance Committee	16 November 2015, 18 January 2016
Neighbourhood Plan SG	4 January
Bury Green Garden WG	21 January
Finance Committee	25 January

Crinkle Crankle Garden WG	5 January
Allotments Committee	14 December
Planning Committee	9 December 2015, 11 January
Village Weekend WG	12 January

Resolved To receipt and adopt the draft minutes and notes of

Community Involvement Committee	7 December 2015
Maintenance Committee	16 November 2015, 18 January 2016
Neighbourhood Plan SG	4 January
Bury Green Garden WG	21 January
Finance Committee	25 January
Crinkle Crankle Garden WG	5 January
Allotments Committee	14 December
Planning Committee	9 December 2015, 11 January
Village Weekend WG	12 January

4485-16 Bank Report

The Chairman proposed and it was agreed, that the bank reconciliation reports be noted.

Resolved To note the reports.

4486-16 Accounts for Payment and Finance Reports

The circulated reports were reviewed and noted. Proposed by Councillor Woodhams, seconded by Councillor Halford.

Resolved To note the reports.

4487-16 Budget 2016-17

Councillor Davies, Chairman of Finance Committee presented the budget recommendations from Finance Committee Minute 4474-16. Councillor Davies proposed, seconded by Councillor Halford, and it was agreed that the expenditure budget for 2016-17 be set as £495, 455.

Councillor Woodhams proposed, seconded by Councillor Haynes, and it was agreed, that the grant to CAB allowed for in the budget of £4,000 be approved.

Resolved

- 1 To approve a budget for 2016-17 of £495, 455**
- 2 To approve a grant of £4,000 to CAB in 2016-17**

4488-16 Precept recommendation 2016-17

Councillor Davies proposed, seconded by Councillor Wilby, and it was agreed, that the precept be set at £223,091 for 2016-17. This represented a 2.3% increase on Band D over 2015-16. Calculations were not based upon receipt of a grant from St Albans District Council to offset the changes to the tax base created by the Council Tax Technical Reform Changes and the Localised Council Tax Support Scheme. Proposed by Councillor Davies, seconded by Councillor Woodhams

Resolved

- 1 To approve a precept request to St Albans District Council of £223,091.**
- 2 To note that this represented a 2.3% increase to Band D properties compared to 2015-6 and was exclusive of the Localised Council Tax Grant of £15,111 from St Albans District Council**

4489-16 Approved Contractors List

Councillor Halford proposed, seconded by Councillor Woodhams, and it was agreed, that the list of contractors circulated be approved

Resolved: To approve the list of approved contractors.

4490-16 Insurance Review of Fidelity Guarantee

As recommended by Audit Council annually reviewed its fidelity guarantee. The Chairman proposed, and it was agreed, that the £1million cover was acceptable

Resolved That £1million Fidelity Insurance Guarantee was approved.

4491-16 Fire Risk Assessment

Councillor Wilby proposed, seconded by Councillor Clark, and it was agreed that the Fire Risk Assessment for the Memorial Hall as circulated be approved and adopted.

Resolved To approve and adopt the Fire Risk Assessment for the Memorial Hall..

4492-16 Approval of Risk Register

It was acknowledged that the format used for the risk register needed updating and was a work in progress. In the interim the old style format had been circulated for consideration. Councillor Wilby proposed, seconded by Councillor Haynes, and it was

agreed that the risk register as circulated and amended be approved and adopted pending approval of a new format risk register.

Resolved **To approve the risk register as circulated and amended be approved and adopted pending approval of a new format risk register.**

4493-16 Approval of Electrical Works

Three quotes for electrical works to the Memorial hall had been sought. The Chairman proposed, and it was agreed, that the quotation from BJ Builders for £39, 178 be approved

Resolved **To accept the quotation for electrical works from BJ Builders of £39,178.**

4494-16 Review and Approval of Standing Orders

The Chairman proposed, and it was agreed, that the Standing Orders as amended with respect to recording of meetings and code of conduct be approved and adopted.

Resolved **To approve and adopt the Standing Orders as circulated and amended.**

4495-16 Review and Approval of Financial Regulations

The Chairman proposed, and it was agreed, that the Financial Regulations as circulated be approved and adopted.

Resolved **To approve and adopt the Financial Regulations as circulated.**

4496-16 Policy Review and Approval

The Chairman proposed and it was agreed that the following policies be approved and adopted without amendment.

- Internet and Email policy
- Media protocol
- Dignity at Work/ Bullying and Harassment Policy
- Disciplinary Procedure
- Grievance Procedure
- Complaints Policy
- Whistle blowing Policy
- Anti-Bribery statement
- Code of conduct
- Conflicts of Interest
- Open spaces
- Gritting and Clearing Memorial Hall Access and Car Park
- Banner policy
- Child protection

- Pensions Discretions Policy
- Grazing
- Tree Strategy
- Use of Parish Council Amenity Areas for Organised Events
- Equality and Diversity
- Freedom of Information Publication Scheme

Councillor Halford proposed, seconded by Councillor Haynes, and it was agreed, that the Grants policy as amended be approved and adopted.

The Chairman proposed and it was agreed that the Training and Development Policy as amended be approved and adopted.

The Chairman proposed, and it was agreed, that the Commemorative bench policy be further discussed.

The Chairman proposed and it was agreed that the Health and Safety Policy be approved and adopted. It was noted that additional appendices may be added in the future

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- Resolved 1 To approve and adopt the following:**
- **Internet and Email policy**
 - **Media protocol**
 - **Dignity at Work/ Bullying and Harassment Policy**
 - **Disciplinary Procedure**
 - **Grievance Procedure**
 - **Complaints Policy**
 - **Whistle blowing Policy**
 - **Anti-Bribery statement**
 - **Code of conduct**
 - **Conflicts of Interest**
 - **Open spaces**
 - **Gritting and Clearing Memorial Hall Access and Car Park**
 - **Banner policy**
 - **Child protection**
 - **Pensions Discretions Policy**
 - **Grazing**
 - **Tree Strategy**
 - **Use of Parish Council Amenity Areas for Organised Events**
 - **Equality and Diversity**
 - **Freedom of Information Publication Scheme**
 - **Grants policy**
 - **Training and Development Policy**
 - **Health and Safety Policy**
- 2 That the Commemorative bench policy be further discussed.**

4497-16 Neighbourhood Plan - Vision Statement

Councillor Woodhams proposed, seconded by Councillor Haynes, and it was agreed, that the Vision Statement as circulated and

recommended by the Neighbourhood Plan Steering Group be approved:

Resolved **To approve and adopt the Vision Statement as recommended by the Neighbourhood Plan Steering Group.**

4498-16 Request to build a drainage pond on Cherry Tree Lane

Councillor Davies declared an interest being a neighbour. Hertfordshire County Council had requested permission to dig a holding ditch on Cherry Tree Lane, on common land belonging to Wheathampstead Parish Council. This was to take excess water off the highway to alleviate flooding to the access to number 8. The work was to be included within future drainage works which HCC looked to complete within the next financial year subject to other priorities.

Councillor Wilby proposed, seconded by Councillor Woodhams, and it was agreed that Wheathampstead Parish Council was happy to give this proposal serious consideration but would like a few more details of the proposed solution to the flooding issue. This would include aspects such as HCC's responsibility for health and safety, environmental/wildlife factors. It was noted that specific planting may be considered and perhaps the term 'rain garden' used.

Resolved: **That Wheathampstead Parish Council was happy to give this proposal serious consideration but would like a few more details of the proposed solution to the flooding issue.**

4499-16 Playgroup request

Information had not been received, agreed to defer.

Resolved **To defer pending information.**

4500-16 Sewage Spill – Old Rectory Gardens

A sewage spill from drains in Old Rectory Gardens had been reported for information to the Council by local resident, Mr Begg, after he had contacted Thames Water. It had discharged through the Rectory onto Rectory Gardens. The Clerk had subsequently contacted Environmental Services and after a period of time the area was cleaned up.

Resolved **To note the report.**

4501-16 Sandringham School Admissions Consultation

Councillor Halford proposed, seconded by Councillor Haynes , and it was agreed that the consultation response as circulated be approved

Resolved To approve the consultation response..

4502-16 St Albans District Council Strategic Local Plan Consultation

It was noted that the consultation deadline was 19 February. Agreed that a response be deferred for approval to Planning Committee on 14 February.

Resolved Planning Committee to approve response.

4503-16 Passenger Assistant Consultation

It was unknown to what extent changes would impact on local residents. Information had been sought from Beech Hyde and St Helen's Schools but with no responses. It was agreed that a response would be made only if an impact was determined.

Resolved To respond if detrimental impact to local residents was identified

4504-16 Symondshyde consultation

Resolved To respond pending further information.

4505-16 Reports on training and meetings

Written reports from the Clerk and councillors on meetings and conferences attended had been circulated and were noted. Councillor Clark reported on Advanced Planning (enforcement). Councillors Dante and Haynes and the Clerk had attended the Emergency Planning course. Support had been offered for development of the Parish's plans. The Chairman and Clerk attended SADALC; amongst other items the City Neighbourhood Committee and district plans for the 'Clean for the Queen' campaign had been discussed. At Nomansland Committee agreement to joint purchase (Sandridge and Wheathampstead Parish Councils) a semi circular teak bench to mark the puddingstone. The Clerk and Chairman had met a representative from Peninsula, an HR and employment consultant, to discuss policies and procedures.

Resolved To note the reports.

The Chairman declared the meeting closed at 22.20h.

Dated this day of 2016

Chairman